



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 34 - 09**

**OPEN TO:** All Qualified Candidates

**POSITION:** **Visa Assistant (IV Fraud Analyst)**, FSN – 7; FP- 7 (**Two positions**)  
(Salary approx. Tk. 37,000+ per month)  
**OR,**

**Depending on qualifications and experience incumbent may be hired at a lower trainee grade level below:**

**Trainee Visa Assistant (IV Fraud Analyst)**, FSN – 6; FP- 8  
(Salary approx. Tk. 32,000+ per month)

**OPENING DATE:** May 7, 2009

**CLOSING DATE:** May 20, 2009

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Visa Assistant (IV Fraud Analyst) for its Immigrant Visa (IV) Unit of its Consular Section.



**BASIC FUNCTION:** Execute all procedures associated with processing IV applications and printing IV visas. Work as a primary fraud detection analyst in one of the IV Teams. Answer public inquiries concerning immigrant visas by e-mail, telephone and on a walk-in basis.

**MAJOR DUTIES AND RESPONSIBILITIES:**

✚ Execute all procedures associated with the processing and printing of IV applications, including fraud screening and detection, photo-capturing, finger-scanning, applicant pre-screening, security clearance processing and printing approved visas. Pass back the passports to applicants. S/he is responsible for following correct Departmental Standard Operating Procedures for all types of visas. Maintain IV related computer and filing systems. Control print functions, prepare IV and DV applications for printing, print Machine Readable Immigrant Visas (MRIVs), paste visas in passports and conduct Quality Assurance (QA) on printed visas. Assemble IV and DV packets per rules and regulations and deliver these to the applicants along with appropriate instructions as required. Maintain IV visa files accurately. Process unusual or complex IV cases and make recommendations to his/her team leader, the IV Supervisor and American Officers.

✚ Serve as an interpreter for American Officers on a daily basis. Also support American Officers by serving as the anti-fraud screener.

✚ Respond to IV inquiries by telephone, e-mail and in person. Provide applicants and their families with information concerning requirements and procedures for applying for all types of visas processed by the section, including non-immigrant visas.

✚ Maintain office supplies inventory.

**QUALIFICATIONS REQUIRED:**

**1. Education:** Completion of a bachelor degree from a recognized University in any discipline.





**2. Language Proficiency:** Level IV (Fluent) in both English and Bangla. Ability to write English at the U.S. high school graduate level is required. English language proficiency will be tested at the time of selection.

**3. Prior Work Experience:** Two years experience in administrative, governmental or para-professional fields.



**4. Knowledge:** Thorough understanding of Bangladeshi culture and social environment.

**5. Skills and Abilities:**

-  Must be able to perform duties effectively and tactfully in a high-pressure environment.
-  Must have excellent interpersonal skills. Ability to demonstrate well-developed team skills and contribute to a collegial work environment.
-  Advanced oral and written English language communications skills.
-  Good computer skills including knowledge of applications such as MS Word, MS Excel, Power Point, Access, etc.

**SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.



## **TO APPLY:**

Interested candidates are requested to submit the following:

**1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.**

### [Application Form](#)

**2.** Interested AEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

### [OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application forms with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

## **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

## **POINT OF CONTACT:**

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825



## DEFINITIONS:

- 1. US Citizen Eligible Family Member (USEFM):** Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.
- 2. Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.
- 3. Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**NOTE:** *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Cleared by:  
HRO: CONS: FMO: A/MGT